



# County of Los Angeles CHIEF EXECUTIVE OFFICE

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WILLIAM T FUJIOKA  
Chief Executive Officer

April 6, 2012

To: Audit Committee

From: William T Fujioka  
Chief Executive Officer

Board of Supervisors  
GLORIA MOLINA  
First District

MARK RIDLEY-THOMAS  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

## **SUNSET REVIEW OF BOARD POLICY NO. 5.015 – TIMELY SUBMISSION OF CONTRACTS FOR BOARD APPROVAL**

Based on the request of the Executive Office of the Board, the Internal Services Department, in conjunction with Auditor-Controller, has reviewed Board Policy 5.015, Timely Submission of Contracts for Board Approval. At this time, we are recommending the following four revisions:

1. Policy Section - Correct date identified for Joint Chief Administrative Officer and Auditor-Controller memorandum to each Supervisor, "County Policy/Procedures - Timely Submission of Contracts for Board Approval" to September 7, 2000.
2. Policy Section - Update the policy language to reflect eCAPS.
3. Responsible Department Section - Delete Chief Executive Officer and add Internal Services Department.
4. Date Issued/Sunset Date Section - Extend the sunset review date to July 19, 2016.

Attached is a red-line version of the policy, as requested by the Executive Office.

If you have any questions regarding this request, please contact Joe Sandoval at (323) 267-2109 or Martin Zimmerman at (213) 974-1326.

WTF:ES  
MKZ:ib

Attachment

c: Executive Officer, Board of Supervisors  
Auditor-Controller  
Internal Services Department

040612 Board Policy 5.015 (memo to Audit Committee)

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*Los Angeles County*  
**BOARD OF SUPERVISORS POLICY MANUAL**

Policy #:	Title:	Effective Date:
5.015	Timely Submission of Contracts for Board Approval	09/19/00

### **PURPOSE**

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Establishes a specific protocol, including advance deadlines, for submission of contracts for Board approval prior to expiration of an existing contract, or prior to the effective date for new contract services, and establishes a process of accountability to ensure compliance.

### **REFERENCE**

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August 29, 2000, Board Order, Synopsis 97

September 7, 2000, Joint Chief Administrative Officer and Auditor-Controller memorandum to each Supervisor, "County Policy/Procedures - Timely Submission of Contracts for Board Approval"

September 19, 2000 Board Order, Synopsis 70

September 21, 2000, Chief Administrative Officer memorandum to all department heads, "Policy/Procedures - Timely Filing of Contracts for Board Approval"

September 21, 2004, Board Order 14

October 17, 2007 Chief Executive Officer memorandum: "Retroactive Contract Review Committee-Procedures"

November 5, 2007 Chief Executive Officer memorandum entitled: "Retroactive Contracts"

## POLICY

Contracts requiring Board approval must be filed no later than the Board agenda three weeks preceding the last agenda date at which the Board can act prior to the contract's effective date. Departments may not accept, receive or perform such contract services without prior approval by the Board, except a valid contract for services and under specified circumstances, described in the Joint Chief Administrative Officer (Chief Executive Officer)/Auditor-Controller memorandum of September 7, 2000 to each Supervisor entitled "County Policy/Procedures – Timely Submission of Contracts for Board Approval". The Chief Executive Officer (CEO) will not approve placement of a contract on a Board agenda if it includes a retroactive date, except under specified circumstances (See Joint Chief Administrative Officer (Chief Executive Officer)/Auditor-Controller memorandum of September 7, 2000 to each Supervisor entitled, "County Policy/Procedures—Timely Submission of Contracts for Board Approval").

**Deleted:** 2007

Retroactive contracts submitted for Board approval not meeting one of the specified circumstances will be returned to the department for appropriate revision of the contract term to have an effective date which is not retroactive. All requests for retroactive contract and purchase order payments must be reviewed by the Retroactive Contracts Review Committee before they are submitted for Board approval as set forth in the CEO memorandum of October 17, 2007 to all department head entitled, "Retroactive Contract Review Committee—Procedures"

Departments are required to plan for timely solicitation and development of contracts. Departments shall update contract information (e.g., new contracts, contract renewals, contract payments, etc.) in eCAPS. Departmental staff and management are responsible for reviewing the eCAPS Cognos Contract Management Reports monthly to ensure information is properly maintained and to identify contracts nearing expiration. Departmental staff is also responsible for taking appropriate action to exercise contract extensions and to initiate the bidding process with sufficient time to ensure the continuation of services and to ensure that contracts do not become retroactive.

**Deleted:** maintain

**Deleted:** the Countywide Contract Monitoring System (CCMS) by posting updates (e.g., new contracts, contract renewals, contract payments, etc.) to the system at least a monthly basis.

**Deleted:** CCMS reports

**Deleted:** In the event a new countywide contract data system is developed to replace CCMS, departments will be responsible for ensuring timely updates to such a system as determined at the time the new system is implemented.¶

## RESPONSIBLE DEPARTMENT

Internal Services Department

**Deleted:** Chief Executive Officer

Auditor-Controller

Executive Office of the Board of Supervisors

## DATE ISSUED/SUNSET DATE

**Issue Date:** September 19, 2000

**Sunset Review Date:** September 19, 2004

**Re-issue Date:** September 21, 2004

**Sunset Review Date:** September 19, 2008

**Re-issue Date:** July 19, 2008

**Sunset Review Date:** July 19, 2012

**Re-issue Date:** April 5, 2012

**Sunset Review Date:** July 19, 2016